



Minutes of Finance & Personnel Committee Meeting
Held on Tuesday 20th April 2021 at 6pm
 (Held virtually via Zoom due to COVID-19)

Governors Present on Call	Hilary Sanderson (HS), Ruth Garbutt (GB), Sue Rudge (SRu), Kim Fleming (KF), Steve Isley (SI), Ben Willan (BW), Stacey Miller (Clerk)
Apologies	Shaun Barker (SB), Sue Read (SRe),
Visitors	None

Actions:

Item	Action	Responsibility	Deadline
4	LN to check whether there was any cost for tree work and if so, which budget line it is included in.	LN	-
4	LN to investigate the increased cost of electricity and gas and compare it to previous years.	LN	-
4	LN to look into the breakdown of Health and Safety spend.	LN	-
4	SI to send details on magic breakfast to RG.	SI	-
6	AT to look into sensored lights.	AT	-
6	KM to raise issue of lighting during next Champions of Change meeting.	KM	-
6	AT to circulate Asset Management Plan once finalised.	AT	Once finalised
7	RG to confirm if all payments have been received.	RG	-
10	RG to ask Witchford Sports to see if the school will be refunded for limited use of the money this year.	RG	ASAP
11	RG to get permission for governors to access the folder where policies are saved.	RG	ASAP
11	Clerk to add Charging and Remission policy to agenda of next FGB to be ratified.	Clerk	For FGB agenda
11	RG to check if Helen is paid by the school or keeps proceeds.	RG	-
11	RG/Clerk to ask Emma to add branding to Time off for Training or Study policy and add to policy schedule.	RG/Clerk	ASAP

Minutes:

Item	Discussion
1. Welcome & apologies for absence/note of absenteeism	HS welcomed all to the meeting. Apologies were sent from SRe. SB was absent. The meeting was quorate.
2. Declaration of Interests	No new interests were declared.
3. Minutes of last F&P meeting, matters arising & actions – 2 nd March 2021	3. CARRY FORWARD: LN to look in to why the TA pensions budget is reduced in year 2022-23 COMPLETE 3. ALL to read the DfE Catch Up Fund document and ALL need to bring back one point they have taken from the document found here



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	<p>https://www.gov.uk/government/publications/catch-up-premium-coronavirus-covid-19 ON AGENDA</p> <p>3. Clerk to add Catch Up Premium to SEND link governor role.</p> <p>3. Clerk to add DfE Catch Up Fund document – governor feedback as an item on the next F&P agenda. ON AGENDA</p> <p>5. HS to write a formal thank you to AT for her work on the H&S action plan. COMPLETE</p> <p>11. Clerk to add Asset Management Plan as an item for the next F&P Committee meeting. ON AGENDA</p> <p>DECISION: The minutes of the last meeting were approved.</p>
<p>4. Finance update (year-end position and budget preparation)</p>	<p><i>[Discussed after item 4. LN joined the meeting]</i></p> <p>Two documents were circulated prior to the meeting. LN presented some key point from the year-end position.</p> <p>The revenue total of £47,680 includes the carry forward of underspends.</p> <p>PE funding is to be spent by the end of the academic year. RG is looking in to installing a golden mile track to use this funding and confirmed it would be an all-weather one.</p> <p>Pupil Premium (PP) – there is an underspend as the school couldn't hold trips and the usual extracurricular activities this year. It is hoped to provide more enrichment activities as there is currently a gap with PP children.</p> <p>Q: A governor asked if it is possible to carry over PP to next year. A: Yes, it is.</p> <p>Q: A governor asked if the PE underspend could be carried forward. A: No, it was explained this needs to be spent this year, and it is not certain if the school will receive any more funding next year.</p> <p>Catch Up Fund underspend – This money will cover Miss Watts' salary for Summer term so all this will be spent.</p> <p>Opportunity Area Fund – It was explained that there is a plan for this money, so all money is allocated to be spent.</p> <p>Q: A governor questioned if any money that needs to be spent this year, will it be spent? A: It was confirmed that all remaining money to be spent this year will be spent.</p> <p>RG explained that the golden mile track would come at a good time as it would have to be installed over the summer break. It is predicted to cost more than funding available.</p>



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	<p>Q: A governor asked where it would be put. A: It would be installed around the field. One quote is for £10k.</p> <p>NL explained that there is a budget meeting next week to finalise and that the budget will be ratified at FGB on 4th May.</p> <p>Discussion moved on to asking questions regarding the BMR.</p> <p>Q: A governor highlighted on page 3 - £1k for trees under Ground Maintenance had not been spent. However, they recalled some tree work took place so asked if it came out of ground maintenance instead. Action: LN to check whether there was any cost for tree work and if so, which budget line it is included in.</p> <p>LN explained that the school was overcharged for grounds maintenance, therefore this will now be less. She confirmed this will be updated for the budget.</p> <p>Q: A governor questioned that there was a lot of money paid for home tutoring for one child. A: RG explained the reasoning for this and that that child had an EHCP and was at risk of exclusion. Q: A governor asked how many hours the child had on the EHCP. A: RG confirmed it was for the full hours and it was felt the only option at that stage and the money well spent on this solution. RG continued to explain there is now an ELSA trained TA working with year 5/6 on a temporary contract.</p> <p>Q: A governor asked if the change had made a difference to the rest of the bubble. A: Yes, it did improve. When the child was in school, it took a lot of staff time, including SLT, to work with that child, who can now work with others.</p> <p>Q: A governor questioned that there is a lot of staff training money that hasn't been spent. Will this be rolled forward or will staff catch up with training? Or was it just less cost as delivered online? A: It was explained that as the school is in Requiring Improvement, a lot of training was provided for free from the LA, and other training which was delivered online was at a reduced cost. RG also explained that money from the Opportunity Area grant also covered a lot of training costs.</p> <p>Q: A governor asked if the meter readings are now being read. A: Yes, Darren is doing this monthly so is now live and up to date.</p> <p>Q: A governor asked if they were anticipating a big change in the bill. A: LN wasn't sure so would investigate this.</p>



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	<p>Q: A governor asked how the electricity and gas costs compare to previous years or is this something that can be looked in to. It is unusual considering the school was empty for most of the year.</p> <p>A: LN confirmed she could look into this by looking at the annual costs for previous years.</p> <p>Action: LN to investigate the increased cost of electricity and gas and compare it to previous years.</p> <p>Q: A governor referred to page 4 – computer software. What does the £10k cost include?</p> <p>A: LN confirmed this was for the ICT support contract, but this has now changed to Irvine Knight. She confirmed the budget is now £7k as this was procured at a reduced cost.</p> <p>Q: A governor asked what the Digital Education Platform cost of £1.5k covered.</p> <p>A: LN confirmed this was income for the digital education platform.</p> <p>LN explained there is a cost of £10 a year for the Google account.</p> <p>Q: A governor asked if this cost was likely to increase.</p> <p>A: LN confirmed it is the same price for this year.</p> <p>Q: A governor questioned the increase in Health & Safety cost and this is noted as necessary spend.</p> <p>A: LN confirmed this was due to measure related to Covid restrictions, such as markings outside, extra gloves, signage etc.</p> <p>Action: LN to look into the breakdown of Health and Safety spend.</p> <p>Q: A governor questioned entries on page 9 which are noted as 'duplicate journal from 2019-2020', what does that mean?</p> <p>A: LN explained there were issues with year-end last year due to some issues with handover from the previous Headteacher.</p> <p>A governor raised that the additional comments included were useful for governors also, and it was also useful to have LN present to explain it and praised her for her efforts.</p> <p>Q: A governor asked if the breakfast club will return in September as it was having a good impact.</p> <p>A: It was explained that if this did return it wouldn't be funded from PP money as it wasn't having an impact on the right children. It would need to be run as a club instead.</p> <p>A governor mentioned 'Magic breakfast', thought to be affiliated to Amazon, and asked if it be helpful for some disadvantaged children.</p> <p>Action: SI to send details on magic breakfast to RG.</p> <p><i>[LN left the meeting]</i></p>
5. Benchmarking	HS gave a verbal update on the work undertaken on benchmarking.



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	<p>HS explained that 2019-20 accounts were compared to schools of a similar size, so it was a fair comparison. HS presented some highlights from the work undertaken.</p> <p>Deficit figure on the sheet stated the school was £60k overdrawn but that was not totally accurate. Some of the funding was misallocated or allocated twice, so this reduced to £20k. This past year SJ and RG have clawed back some money so this will reflect better for next year.</p> <p>Staff expenditure for next year will look worse as the school has had to pay for a whole year of SJ's salary whereas it was only budgeted for one term. This wasn't a foreseeable issue.</p> <p>Staff/pupil ratio – high compared to other schools. This is because staff PPA time is covered by teachers rather than TAs. School also uses HLTAs and the music teacher. Premier Sport also comes out of this.</p> <p>Q: A governor raised that these show quantitative figures rather than qualitative. Will need to look at finances to see where can make savings. Where do you think it will be for next year?</p> <p>A: It will be difficult to compare as it was a lockdown year e.g. reduced supplier costs. It would be better to compare to 2020-21 instead.</p> <p>Q: A governor questioned what the expectation is to make the savings to bring back in line.</p> <p>A: A governor explained the purpose is more to see why the school is different and to see if it is justified.</p> <p>The income from solar panels is being looked in to further.</p> <p>Q: A governor asked if the benchmarking is to look at mitigation rather than adding any value. A: It was clarified that it is to challenge why some instances are different and why that is. Are they justified or could savings be made?</p> <p>Q: A governor added that it is more important to show that the school is getting value for that additional money spent. Is it providing a better quality of education for those additional costs? Higher costs may be justified spending more money as a 'requiring improvement' school rather than a 'Good' school.</p> <p>It was added that there have been some sudden costs, and this will likely continue to be expensive until these issues have been caught up on.</p> <p>Q: A governor asked, if the school got a better Ofsted would it mitigate the higher costs. A: Yes, also measuring against Local Authority.</p>



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	<p>Discussion moved to the issue with the solar panels where the figures weren't achieving the figures predicated. AT is investigating whether cleaning will make a difference. Actions from the benchmarking showed that other school's solar panels were more efficient so they are looking in to this.</p>
6. Asset Management Plan	<p>[AT joined the meeting]</p> <p>AT explained that the Asset Management Plan would be circulated after the meeting.</p> <p>AT explained that information had been pulled together from a conditions survey from Cambridgeshire County Council and the H&S walk, as well as additional things known of in school. It needs linking to the SIP then will be finished.</p> <p>A governor raised that it was a big job to tie all this information together and it will help prioritise what needs to be spent.</p> <p>It was added that there is much work to do externally to help the look of the school.</p> <p>Q: A governor raised the issue with the state of the curtains in the hall. A: AT confirmed that she is waiting for the budget before this can be actioned.</p> <p>Q: A governor questioned the issue with meter readings. A: It was explained that the handover wasn't great and the login details were not known. However, this is now sorted and are submitting readings. More needs to be done to the solar panels as they are not getting back what they should be.</p> <p>Q: A governor asked if there was a record of what was promised. A: Investigations are more about comparison with other schools.</p> <p>It was added that when light fittings have been updated, the bulb has been replaced? at the same time which has a benefit.</p> <p>Discussion moved to the possibility of using sensored light fittings, so lights do not get left on. Action: AT to look into sensored lights.</p> <p>RG mentioned that during the Planet take care week the children were trained to turn off lights. Action: KM to raise issue of lighting during next Champions of Change meeting.</p> <p>AT continued, by September the school will be given 26 laptops for circulation.</p>



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	<p>Q: A governor raised that staff laptops aren't great. Are these laptops for staff or children?</p> <p>A: AT clarified that the memory and power would not be good enough for staff so better ones for staff would be needed.</p> <p>Q: A governor asked whether there was any protection on laptops from being damaged. Especially for use for fieldwork, such as protective covers.</p> <p>A: They had protective sleeves, but these were not useful when in use. For outside work it would be more appropriate to use the tablets.</p> <p>Q: A governor asked if there is an expected cost to replace whiteboards or projectors.</p> <p>A: Not likely. These will be monitored through the Irvine Knight contract. There may be the odd faulty one but shouldn't have to replace all. Only some teacher laptops should need replacing next year.</p> <p>AT explained that they have only been with Irvine Knight since 1st April, but they are already doing things in school including monitoring, and some teachers have used them already for support.</p> <p>Action: AT to circulate Asset Management Plan once finalised.</p>
7. DfE Catch Up Fund document – governor feedback	<p>Q: A governor asked if it was paid in three tranches and if this has all been received.</p> <p>Action: RG to confirm if all payments have been received.</p> <p>Q: A governor asked if it is just being spent on tutors.</p> <p>A: Money has also been spent on Puma tests which provides assessment information.</p> <p>KF is running Shine interventions and explains that it is such a good use of TA time. She explained that previously interventions were more random, but after the Puma test, interventions are provided and just need to find the resources to do it. So far for those working with it, it seems at the right level and linked to things the children are struggling with and really concentrates on that particular part, then moves on. It also includes games which the children love doing.</p> <p>Q: A governor asked with which year it is being used.</p> <p>A: Year 5.</p> <p>RG added that it identifies children who may not have been noticed having a gap, and teachers are incorporating some elements into lesson planning. It helps reduce time spent on planning. With this knowledge it was decided that as the biggest gap is now in writing, tutoring will be focussed on this instead.</p>



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	<p>Miss Watts has returned and although more expensive than tutors, is experienced and knows the children well so will be able to help close the gaps. She is working closely with Kathryn Brierton.</p> <p>Q: A governor asked if there is a test at the end of the intervention to measure the impact.</p> <p>A: At the end of each intervention there is a mini test to see if it has worked. There is a Puma test each term which should pick up any improvement.</p> <p>Q: A governor asked if Puma and Shine covers all age range.</p> <p>A: From year 1 to year 6.</p> <p>Q: A governor asked what is happening for reception children.</p> <p>A: Nuffield Early Language Intervention (NELY) is being used and will investigate to see if this can be paid through Opportunity Area funding. This is being delivered through an extra half day. It is having an immediate impact, and this was needed.</p>
<p>8. Staffing and recruitment – verbal update</p>	<p>RG explained that there has been a redistribution of office hours since Becky has left. Two office staff are doing overtime to see if they can cope with the additional hours. This will be reviewed to see what is needed, then will make part of their contract if it is working.</p> <p>RG added that there has been two MDSA resignations, one retirement and a long-term absence. They are advertising for a temporary MDSA to cover and have redistributed some TA hours to cover within. This will be reviewed in September.</p> <p>Two members of staff are absent. The caretaker and one member of teaching staff is absent. The teacher is part of a job-share, so the class is covered by the other teacher and has had no impact on the children. RG has had advice from EPM and Occupational Health on the absences.</p>
<p>9. Safeguarding (succession planning for safeguarding roles)</p>	<p>A document was circulated prior to the meeting.</p> <p>Governors agreed the document makes it very clear and was very useful to read. No further comments were needed.</p>
<p>10. Sports grant</p>	<p>The sports grant was covered above, however a breakdown of costs was provided:</p> <ul style="list-style-type: none"> • Consultancy: £3165 – partnership for CPD resources and events. • £6965 to premier sport – cost of sports coach, lunchtime clubs for year5/6. Also, interventions for different children, with one particular focus on one child. <p>Q: A governor asked what the impact was on this child.</p>



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	<p>A: The coach is a positive role model for children. The intervention was for a school refuser and only set up last week, but has already encouraged her attendance, but it is in an early stage.</p> <ul style="list-style-type: none">• Remainder of costs – used on equipment and marking the playground or on the golden mile. <p>Q: A governor asked if FOSS could contribute to the golden mile. A: RG confirmed she has a meeting with them next week. A funding event may take place with this in mind to focus fundraising for it. RG is awaiting quotes to come back.</p> <p>Q: A governor questioned the £3165 for consultancy, was it paid at beginning of this school year or now. A: This was paid at the end of June but came out of this money. This was to Witchford Sports.</p> <p>Q: A governor asked if the school will get a refund from Witchford Sports as they have not been able to do a lot with the children. A: RG explained they have offered some CPD sessions in place of this but can ask.</p> <p>Action: RG to ask Witchford Sports to see if the school will be refunded for limited use of the money this year.</p>



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<p>11. Policies</p>	<p>a) <u>Stress Management</u> This is an EPM policy and nothing has changed.</p> <p>DECISION: The Stress Management policy was agreed.</p> <p>b) <u>Recruitment and Selection</u> This is an EPM policy.</p> <p>A governor highlighted that item 5.6 should say 'Equality'.</p> <p>A governor commented that 4.2 – commitment to safeguarding – they are surprised this was not already included and agree with its addition.</p> <p>Q: A governor asked what is 'Medical screening'. A: It was explained the process of asking new employees about their medical history when employed, and any measures that they may need to support them.</p> <p>DECISION: The Recruitment and Selection policy was agreed.</p> <p>c) <u>Induction</u> RG explained that a procedure to get the induction signed off by the employee was added, as well as including the whistleblowing and bullying and harassment policies.</p> <p>Q: A governor raised that it was good to have the tick list at the end, to see what you should have received. A: RG added that this was used in practice with a new employee and has been working well. The minor tweaks are highlighted in red.</p> <p>Q: A governor asked if SI has been through this. A: It was confirmed that SI has been going through the governor checklist currently but will look through this when he meets with KF as a buddy. Q: A governor asks if this will need returning to RG. A: It was confirmed to send the sign form to CS and save in GSuite.</p> <p>A governor raised an issue that governors need access to all agreed policies on GSuite. Action: RG to get permission for governors to access the folder where policies are saved.</p> <p>DECISION: The Induction policy as agreed.</p> <p>d) <u>Charging and Remission policy</u> This is an EPM policy.</p> <p>Q: A governor asked if recorder lessons are for individuals. A: There isn't a balance between PP children currently. Historically, if parents asked for funding they have been given it, but if they didn't know they didn't get it. It is proposed that from September all PP</p>
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	<p>children are offered this at 50% the cost. However, there is an issue for those who currently get 100% funding, as many would not be able to afford to pay 50%. It is proposed that for those that are currently fully funded RG could write a letter to Poor's Land Trust to fund the other 50%.</p> <p>Q: A governor asked how many children fully funded. A: 5 are currently fully funded.</p> <p>Q: A governor asked how many PP children are paying at present. Action: RG to look into the numbers of PP children currently paying for music tuition.</p> <p>Governors expressed that if the school has committed to supporting them, it shouldn't be withdrawn, and it should be investigated if Sutton Poor's Land Trust can fund the remainder.</p> <p>Q: A governor raised whether they should look at funding so all are paid for, explaining that arts, music and sports are ways children can feel part of the school.</p> <p>Q: A governor mentioned the idea of a sliding scale and the impact of this. A: It would be hard to know that information and how to judge it.</p> <p>Governors discussed this issue further. DECISION: Governors agreed RG is to contact Poor's Land Trust to see if they can fund 50% of the cost for those who currently do not pay.</p> <p>Action: Clerk to add Charging and Remission policy to agenda of next FGB to be ratified.</p> <p>Q: A governor asked if costs are paid upfront or per term. A: RG was not sure but knows there is some chasing for payments.</p> <p>Q: A governor asked if the school pays Helen or if she keeps the proceeds. Action: RG to check if Helen is paid by the school or keeps proceeds.</p> <p>e) <u>Time off for Training or Study</u> This is a new document taken from EPM. It will have Sutton branding added once agreed.</p> <p>HS explained that this policy came about as member of staff was identified as needing to undertake training but there was a cost for this. They were a member of non-teaching staff. Teachers get CPD and it was felt it would be good to help support non-teaching staff too. SJ drafted a policy for governors to look at.</p>



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	<p>SRu covered some of the content and purpose of the policy.</p> <p>TA's approached RG for funding for Thrive training, which RG has had to say no to. The policy sets out that funding would have to depend on need/relevance and if the course has impact and is part of the school priorities. It doesn't set figures for contribution/support. Section 8 covers why a request may be refused.</p> <p>A governor raised that it is sensible to include a timeframe if people were to leave as this allows for some benefits to be retained from the input provided by the school.</p> <p>Q: A governor asked if someone on a temporary contract could apply. A: No, it states they need to be employed for 26 weeks before can request.</p> <p>DECISION: The Time off for Training or Study policy was agreed. Action: RG/Clerk to ask Emma to add branding to Time off for Training or Study policy and add to policy schedule.</p>
<p>12. Questions arising from governor visits (focussed on F&P areas)</p>	<p>RG mentioned that CS had given a detailed analysis of the website. This was discussed at SLT and will action this.</p> <p>CS will look at the governor section of the website.</p> <p>Parent governor election paperwork will be going out soon.</p> <p>Actions from visits will be picked up and added to the RAP.</p> <p>BW is conducting a H&S visit on 30th April, SB may be joining for this.</p> <p>SRu is taking on Science link governor and conducting an outdoor visit.</p> <p>KF raised an issue with an English visit. RG suggested it would be good to do this visit with Kathryn Brierton.</p> <p>SRu explained that the RAP is not set in stone so if someone is covering something, or want to add something, the changes can be made.</p>
<p>13. Impact of the meeting</p>	<ul style="list-style-type: none"> - Governors are clearer on finance situation for the school - Governors aware of the plan going forward for Asset Management and this is in hand - All governors looked at the DfT Catch-Up funding link - SI pathway through induction was discussed which has a positive impact on safeguarding in school. - Inductions are now signed off with a clear process which has a positive impact on the school - Opportunity for teachers and all staff to apply for additional training/study which will strengthen the school and will be more



The Governors of Sutton CE (VC) Primary School

Highlighted text denotes a governor challenge

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	attractive for staff to stay, feel more valued and have a positive impact on wellbeing
14. AOB	None raised
15. Meeting Close	20:14.

Signed as a true record *Hilary C Sanderson* (Chair)

Name Hilary Sanderson

Date 15th Nov 2021